



**Dentist and Dental Hygienist License Renewal**  
**On-Line Renewal**  
**May 1, 2016 through June 30, 2016**

To avoid delays we strongly encourage you to renew your license online and within the allotted timeframe. In order to expedite processing your Maryland dental and dental hygiene license renewals, please use the Board's on-line renewal system at <https://maryland.mylicense.com>.

**BEFORE YOU RENEW ONLINE, YOU WILL NEED THE FOLLOWING:**

1. Your Maryland Dentist or Dental Hygienist License Number and Social Security Number.
2. Workers' compensation insurance information (applies only to dentists with employee(s)).
3. A computer with internet access. Tablets and smart phones are not compatible with the renewal system.
4. A printer to print a copy of your Application or Receipt.
5. Your VISA or MasterCard. We do not honor Visa Gift Card, American Express or Discover.

**If you wish to pay by check or money order**, you must complete a hard copy of the Dentists or Dental Hygienist license renewal application form and submit to the Board on or before June 30, 2016. You may download the license renewal form from the Board's website ([www.dhmh.md.gov/dental](http://www.dhmh.md.gov/dental)). Go to the Forms and Application tab at the top of the webpage.

**TO RENEW ON-LINE:**

1. Go to the Board's renewal website at <https://maryland.mylicense.com>. All licensees are **required to click the register button first in order to renew**. The next screen will then prompt you to provide YOUR license number and social security number. Don't remember the License Number? Return to the Home Page of our website and click the License Verification tab on the left, enter your first and last name. The next screen will then provide that information to you. You will then return to the renewal site and follow step 1 again. Please **do not** use your old username and password from the previous renewal.
2. **Registration Page:** Enter your license number and your full social security number without any dashes, then click search.
3. The registration page will now display your record information. You can update your record later in the demographics section. Scroll down to the User ID section and make up a **User ID and password** (password must be six characters or more). **Retype your password again**. The password question and answer are optional. Click Register and if successful, go to login.
4. **Login Page:**
  - a. Enter the User ID you created in the username field.
  - b. Enter the password you created in the password field. Click Login. (If you forgot your username and password, just click the register button again and follow steps 2 and 3 above).
5. **Licensing Renewal Home Page:** To renew a license, click on **Renew License** on the left-hand side of the page. Then under Renewable License, click on the word **Renew License** one more time.
6. Remember to press the **submit** button at the end of each section. Please make sure that the **Demographics, Questions, CE Credits, and More Information** tabs are checked; otherwise, you will not be able to click on the **Pay Fees** button. Please remember to print your receipt.
7. Please do not forget to complete a short survey at the end. Thank you in advance for your feedback.
8. If you need to update your online renewal application after you have paid, please contact the Board.

**OVER**



## IF YOU WISH TO RENEW BY MAIL YOU MUST:

1. Complete a hard copy of the dentist or dental hygienist license renewal application form.
2. Attach a check or money order payable to the **Maryland State Board of Dental Examiners**.
3. Submit all required documentation to the Board. All documentation must be postmarked by June 30<sup>th</sup>
4. You may download the license renewal application form from the Board's website ([www.dhmh.md.gov/dental](http://www.dhmh.md.gov/dental)) by clicking on the Forms & Applications tab.

## RENEWAL FEES:

**Active Dentist:** May 1<sup>st</sup> – June 30<sup>th</sup>, 2016

**\$560** Renewal Fee + **\$36** Maryland Health Care Commission Assessment Fee = **\$596**

**Active Dentist:** July 1<sup>st</sup> – August 1<sup>st</sup>, 2016

**\$560** Renewal Fee + **\$36** Maryland Health Care Commission Assessment Fee + **\$300** Late Fee = **\$896**

**Inactive Dentist:** May 1<sup>st</sup> – June 30<sup>th</sup>, 2016

**\$150** Renewal Fee + **\$36** Maryland Health Care Commission Assessment Fee = **\$186**

**Inactive Dentist:** July 1<sup>st</sup> – August 1<sup>st</sup>, 2016

**\$150** Renewal Fee + **\$36** Maryland Health Care Commission Assessment Fee = **\$186**

**Dental Hygienist:** May 1<sup>st</sup> – June 30<sup>th</sup>, 2016

**Active:** **\$182** Renewal Fee

**Inactive:** **\$75** Renewal Fee

**Dental Hygienist:** July 1<sup>st</sup> – August 1<sup>st</sup>, 2016

**Active:** **\$182** Renewal Fee + **\$150** Late Fee = **\$332**

**Inactive:** **\$75** Renewal Fee

## IMPORTANT NOTICE:

**You may only renew on-line between May 1<sup>st</sup> and August 1<sup>st</sup>.** A dentist or dental hygienist who has not successfully renewed their license by August 1<sup>st</sup> is not eligible to renew, but will be required to pay a license reinstatement fee and complete the license reinstatement process. **You will not be able to access the online renewal system after August 1<sup>st</sup>**

**The Budget and Reconciliation and Financing Act of 2003 requires the Dental Board to verify through the Office of the Comptroller that licensed health professionals, and certain other health entities operating under Maryland licenses or permits, have paid all undisputed taxes and unemployment insurance contributions before they are issued renewed licenses or permits.**

## PLEASE CONTACT:

### The Maryland State Board of Dental Examiners

On-Line Renewal Assistance **ONLY**

Monday - Friday (10:00 a.m. - 12:00 noon & 2:00 p.m. - 4:00 p.m. **ONLY**)

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Dentist Renewal/Payment Questions

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Hygienist Renewal/Payment Questions

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